

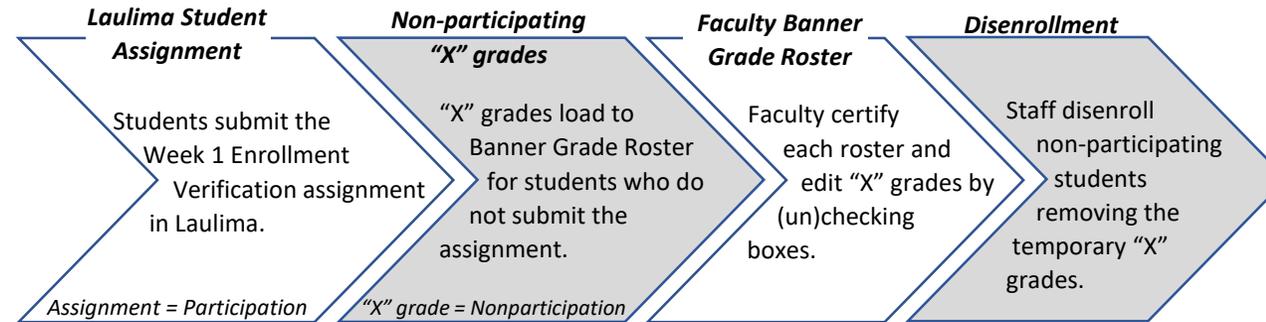
PARTICIPATION VERIFICATION

Identify

Non-Participating Students

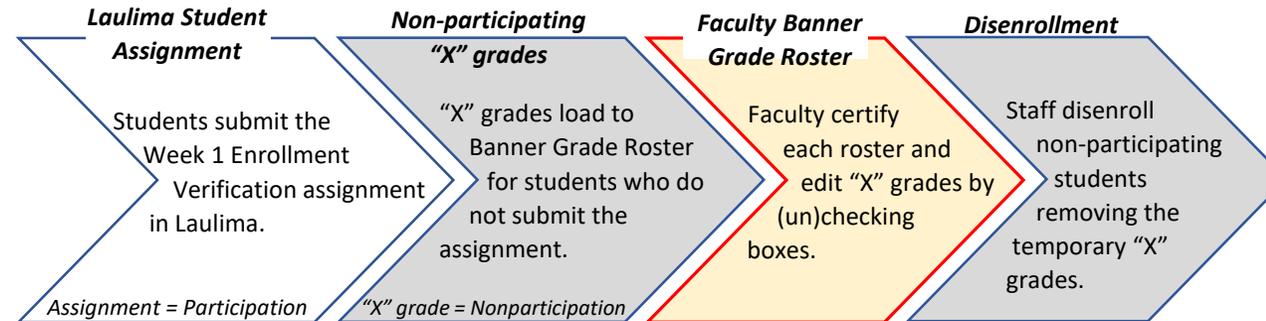
Certify the Class

Process at a Glance



- Laulima has a feature that collects student “participation” when they turn in their Week 1 - Participation Verification assignment.
- After the deadline to add your class, students who don’t turn in the Laulima assignment will appear on your MyUH Self-Service grade roster with an “X” grade.
- Students with “X” grades will eventually be dropped from your class in accordance with Executive Policy 7.209.

Process at a Glance



- Depending on which part of term your class(es) are built in, the Laulima feature may automatically be turned on and available to your students. If you are unsure, please check with your campus.
- You have the option to turn off the Laulima assignment feature by “opting out” in Laulima. This should be done before instruction begins.
- **In the end, regardless of the part of term or whether Laulima is used, you are responsible to identify non-participating students and certify your classes using the MyUH Self-Service grade roster.**

MyUH Grade Roster Roadmap

During the faculty verification and certification period, two features will display.

Final Grade Worksheet

 • For final grade due date, please check with the registrar's office where the class is offered. Most campuses list their deadline on the
• You must submit grades for the current page before entering grades on remaining pages.
• In addition to the assigned grade, enter Last Attend Date (MM/DD/YYYY) for all students who did not pass the class.
 ◦ If the student did not pass and never attended, enter the day before the class began.
 ◦ If the student did not pass but attended all or part of the term, enter the last known attendance, assignment or test/exam date.
• After grades are rolled, submit any changes via the campus Change of Grade form.

Course Information
Business Law - BUSA 324 2
CRN: 69034
Students Registered: 27

"I certify that I have reviewed this roster for non-participation as defined by system policy. Non-participating students have been identified by checking the NO SHOW box and are subject to disenrollment from the class. This one-time certification applies to any of my changes made thereafter to the roster."
To save "no show" grade entries/changes, you must click on the SUBMIT button below the roster.

Please submit the grades often. There is a 60 minute time limit starting at 10:29 am on Oct 06, 2020 for this page.

Record Sets: [1 - 25](#) [26 - 27](#)

Final Grades

Registration ID Number	Student Name	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	No Show	
1	22663899 Aloha, Shannon G.	3.000	RW	<input type="checkbox"/>	N	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
2	25602421 Bailey, Ginger C.	3.000	RW	<input type="checkbox"/>	N	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
3	26981917 Chun, Jackie E.	3.000	RW	<input type="checkbox"/>	N	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
4	23131515 Fernandez-Garner, Jolie H.	3.000	RW	<input type="checkbox"/>	N	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
5	24440809 Gio, Lexi J.	3.000	RW	<input type="checkbox"/>	N	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	



Access Your Grade Roster

1. Go to <https://myuh.hawaii.edu/>, search for “final grading” and click on the tile. You may be prompted to login if you have not done so already.



2. Select the term, then CRN from the drop-down lists.

Initial Display of Grade Roster

If Laulima was used and students did not submit their assignment by the deadline, "X" grades will be populated.

If Laulima was not used, no "X" grades will appear.

Final Grade Worksheet

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Final Grades

Registration ID Number	Student Name	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	No Show
1	22663899 Aloha, Shannon G.	3.000	RW	<input type="text" value=""/>	N	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
2	25602421 Bailey, Ginger C.	3.000	RW	<input type="text" value="X"/>	N	<input type="text" value=""/>	<input type="text" value=""/>	<input checked="" type="checkbox"/>
3	26981917 Chun, Jackie E.	3.000	RW	<input type="text" value="X"/>	N	<input type="text" value=""/>	<input type="text" value=""/>	<input checked="" type="checkbox"/>
4	23131515 Fernandez-Garner, Jolie H.	3.000	RW	<input type="text" value=""/>	N	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
5	24440809 Gio, Lexi J.	3.000	RW	<input type="text" value=""/>	N	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>

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To save "no show" grade entries/changes, you must click on the SUBMIT button below the roster.

Please submit the grades often. There is a 60 minute time limit starting at 10:26 am on Oct 06, 2020 for this page.

Record Sets: [1 - 25](#) [26 - 27](#)

Final Grades

Registration ID Number	Student Name	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	No Show
1	22663899 Aloha, Shannon G.	3.000	RW	<input type="text" value=""/>	N	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
2	25602421 Bailey, Ginger C.	3.000	RW	<input type="text" value=""/>	N	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
3	26981917 Chun, Jackie E.	3.000	RW	<input type="text" value=""/>	N	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
4	23131515 Fernandez-Garner, Jolie H.	3.000	RW	<input type="text" value=""/>	N	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
5	24440809 Gio, Lexi J.	3.000	RW	<input type="text" value=""/>	N	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>

Identifying Non-participating Students

Whether “X” grades were preloaded from Laulima or you opted out of using Laulima, assigning and removing “X” grades are done by clicking the NO SHOW box. “X” grades cannot be entered/removed directly in the GRADE field.

Final Grades									
Registration Number	ID	Student Name	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	No Show
1	22663899	Aloha, Shannon G.	3.000	RW	X	N			<input checked="" type="checkbox"/>

Click the NO SHOW box to assign an “X” grade.

Final Grades									
Registration Number	ID	Student Name	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	No Show
1	22663899	Aloha, Shannon G.	3.000	RW		N			<input type="checkbox"/>

Click the same NO SHOW box to remove an “X” grade.

Identifying Non-participating Students

Be sure to review the entire roster and save your entries.

Final Grades									
Registration ID Number	Student Name	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	No Show	
26	22557861 Tucker, Jenny O.	3.000	RW	X	N	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
27	24917364 Ui, Jessie-Ann C.	3.000	RW		N	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

Record Sets: [1 - 25](#) [26 - 27](#)

For larger classes, remember to review all pages of the roster by clicking on the RECORD SETS links below the roster.

To ensure your entries saved, click the SUBMIT button.

Certifying the Class

To certify that you have reviewed the entire roster for non-participation, check the SUBMIT CERTIFICATION box at the very top of the roster. Certification only needs to be done once for each class.

Final Grade Worksheet

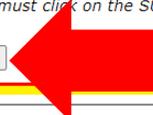
 **For final grade due date, please check with the registrar's office where the class is offered. Most campuses list their deadline**

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To save "no show" grade entries/changes, you must click on the SUBMIT button below the roster.



Once certified, the submission date will display.

Certification submitted on 06-OCT-2020

After the Verification/Certification Period

After the certification deadline, “X” grades will still be visible on the grade roster. But because the NO SHOW boxes no longer display, they cannot be assigned or removed by faculty. This ensures grades are not changing while staff is disenrolling. The student and the “X” grade will be removed once they have been administratively dropped from the class.

Course Information

Business Law - BUSA 324 2

CRN: 69034

Students Registered: 27

Please submit the grades often. There is a 60 minute time limit starting at 11:38 am on Oct 06, 2020 for this page.

Record Sets: [1 - 25](#) [26 - 27](#)

Final Grades

Registration Number	ID	Student Name	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	
1	22663899	Aloha, Shannon G.	3.000	RW	<input type="text" value="v"/>	N	<input type="text"/>	<input type="text"/>	
2	25602421	Bailey, Ginger C.	3.000	RW	X <input type="text" value="v"/>	N	<input type="text"/>	<input type="text"/>	
3	26981917	Chun, Jackie E.	3.000	RW	X <input type="text" value="v"/>	N	<input type="text"/>	<input type="text"/>	
4	23131515	Fernandez-Garner, Jolie H.	3.000	RW	<input type="text" value="v"/>	N	<input type="text"/>	<input type="text"/>	